

CHAPTER 9

FOODSERVICE

Excellence in foodservice is essential to the health, morale, and efficiency of all Navy personnel.

Good foodservice begins with you as the MS in the galley. The food must be properly prepared to look, taste, and smell good. It should be brought to the serving line in appropriate containers and be served in attractive portions by properly trained, neat, and clean foodservice personnel. The serving lines and all the serving operations should be arranged so foods are served at the proper temperature.

One of the most important traits that you, the MS, should have is a genuine feeling for people and a sincere service-oriented attitude. Good customer relations start with you. You should have a positive attitude toward your job and the customers you service. Attitudes have a major influence on people. A poor attitude will destroy all the hard work that has been put into the preparation and service of the meal. The key to good customer relations is to treat a customer the way you would like to be treated if you were a customer. The way you conduct yourself can make or break the meal regarding customer satisfaction.

Always remember that the MS rating is a people-oriented rating and customer service is of the utmost importance.

GENERAL MESS

General mess (GM) foodservice begins in the galley with the preparation of the food. It is equally important that food be properly served. The guidelines for attractive food presentation and serving techniques in the GM are geared to cafeteria and fast-food operations. Wardroom styles of food presentation and serving techniques are discussed later in this chapter.

APPLICABLE EQUIPMENT

Foodservice equipment used for preparing food was discussed in chapter 4. We will now address the equipment associated with serving food.

Steam Table Pans

To make sure an appetizing appearance is maintained, use shallow steam table inserts for serving both vegetables such as mashed potatoes, broccoli, and cauliflower and meat items such as breaded veal cutlets or baked pork chops. If french-fried eggplant is stacked in a deep insert, the first few customers served will receive acceptable portions; everyone else will be served a soggy portion. If the eggplant is spread loosely in a shallow insert, you will know that all the customers served will receive an appetizing, palatable portion.

Standard-sized inserts can be used to serve items such as fried chicken, baked potatoes, and macaroni. If foods require cooking in larger pans such as roasting pans or sheet pans, food items should be transferred to an awaiting insert on the serving line. Lasagna should be prepared in full-sized shallow steam table pans to prevent destroying the appearance and to increase the overall acceptability of the product. All food items should be covered to prevent shriveling or drying out. Many recipes are prepared in steam table pans thus eliminating the need for transferring the cooked food into steam table pans on the line.

Serving Utensils

Serving utensils and serving techniques go hand in hand. You cannot serve properly without the right utensils. Using the right serving tool for each dish has several advantages. It simplifies foodservice, exercises portion control, reduces food waste, and maintains a more appetizing appearance of foods in pans on the serving line.

Portion sizes appropriate for each meal is the responsibility of the galley watch captain. If the menu features two vegetables, preparation of full portions of both may result in plate waste. The portion size shown on the recipe card is a guide, not a rule. Appropriate portion sizes are shown on the food-preparation worksheet. You should periodically check excess tray waste. Portion sizes should be reduced if there is food waste. The patron who desires more will request larger portions. If the portions are hard to control, use ice-cream scoops.

Mashed potatoes, rice, bread dressings, and baked beans are easy to serve with a scoop and portions are easier to control. When you are serving bulk ice cream, scoops and dippers should be rinsed between servings or placed in potable running water. Bulk ice-cream products are not authorized for self-service.

Use a food turner for lifting steak scrambled eggs, or other similar items. For mashed potatoes or items of similar consistency, use a serving spoon or a scoop. Use a basting spoon or other shallow spoon to dip sauce or gravy from a shallow pan. Use a ladle to serve food from a deep well. Some foods, such as peas and cabbage, should be served with a perforated spoon, so the liquid drains back into the serving pan. Fried chicken, asparagus, broccoli, and corn on the cob should be handled with tongs. If more than one serving line is being used, be sure the same item is being served in the same portion on each line.

Serving Utensils for Salads

An adequate number of the proper serving utensils for the salad bar will promote good sanitary practices and keep the salad bar in order during self-service. The most useful utensils and the food with which they can be used are as follows:

- Tongs—for relishes and green salads—such as carrot sticks, celery, pickles, olives, lettuce and other salad greens
- Perforated spoons—for salads mixed with thin dressings—such as coleslaw, fruit salad, and cucumber and onion salad
- Basting spoons or scoops—for compact foods and salad mixtures—such as potato, ham, fish, cottage cheese, and macaroni salads
- Small ladles—for thick and thin salad dressings

Lighting

Foods appear more attractive under warm, natural light. Use incandescent or warm white fluorescent bulbs to give natural warm colors to the serving lines. If colored lights are used, be careful to use the correct color to achieve the desired effect. Red lights will give roast beef a warm, rare, and hearty appearance. Test the color lights needed for your particular layout. Position light correctly on the food so the customer and the server are not blinded. Lights over food also should be adequately shielded.

SERVING LINE AREAS

The serving area, which includes the salad bar, steam table, bread and pastry counter, drink or beverage dispensers, should be cleaned after each meal. This area should be checked again before each meal to make sure it is clean and sanitary.

Salad Bar

Most salad bars are self-service and refrigerated. Salad bars range from the proportioned to the make your own type. A fully stocked, large variety salad bar is very popular with patrons of the GM. Often, it offers an alternative food source for weight-conscious patrons.

ARRANGEMENT OF SALAD ITEMS.—

Overcrowding items on the salad bar detracts from the overall appearance, hinders easy self-service, slows down the service, and generates confusion. Careful attention should be given to the arrangement of the salad items to prevent the customer from having to reach over one container of food to get to another. Particles of food are often dropped from one container to another, resulting in an unappetizing, unsatisfactory display of food.

REFRIGERATION OF SALAD INGREDIENTS—

For proper refrigeration of ingredients, place all salad bar items in pans or in trays on a bed of ice, or on a mechanically refrigerated salad bar unit. Proper drainage is essential if salad items are set in ice.

When the use of ice is not possible, and the salad bar is not refrigerated, the bar should be large enough to accommodate shallow pans or trays of salad items. These trays of salad items should be kept under refrigeration until just before serving time. Because of the high room temperature of most messing areas, easily contaminated food should be placed on the salad bar in small quantities and replenished as needed. Examples of such foods are salad mixtures containing meat, fish, poultry, eggs, cooked salad dressing, and mayonnaise. Commercially prepared salad dressings in individual portions and opened bottled salad dressing should be refrigerated.

Hot Food

Hot food should be placed on the steam table just before serving time. The quantities of food placed on the serving table should be small and should be replenished frequently during the serving period. It will

be necessary to use progressive cooking techniques to meet these requirements.

If possible, arrange hot foods in the following order: soup, main entrée, sauce or gravy, potatoes or potato substitute, and vegetables. All short-order types of items for breakfast such as pancakes, ham slices, and eggs should be served from the grill on a prepared-to-order basis.

Heat and juices are lost so quickly from sliced meats, Roasts are more palatable when carved on the serving line as the customers come through because most of the natural juices and the heat will be retained. Meat carving is covered later in this chapter.

Cold Food

Keeping cold foods, such as salads, properly chilled also requires planning and preparation. Salads contribute a great deal to the meal; they add variety, make meals more attractive, and help balance the meal. Because self-service salad bars are used increasingly in the GM, this method of serving salads is covered in another section in this chapter.

Desserts and Pastries

When possible, separate the dessert bar from the serving line and place it in the center of the messing area. Using this setup, the patrons can pick up desserts after eating the main course.

Desserts should be set in a tempting arrangement. Serve cleanly cut slices of pie and evenly sliced squares of cakes and cookie bars. Puddings and other similar desserts should be spooned neatly in bowls or dishes. Most desserts should be proportioned and replenished frequently to the serving line. If a special occasion cake is prepared, set the unsliced cake on the serving line. This will allow the decorated cake to be seen before it is sliced. Slice and proportion the cake on plates as the customers approach the dessert bar. One or two whole baked pies can be set on the serving line with sliced portions of the pie.

Highly perishable desserts such as cream puddings and pies, custards, fruit gelatin desserts, cream puffs, and eclairs should be served chilled. Place them on refrigerated units or on trays over ice. Keep ice cream frozen. Whipped toppings should be served cold. Serve toppings from a small container and replenish frequently.

Locate dessert dishes for ice cream next to the ice-cream freezer. If soft ice cream is served, place

paper cones or sugar cones near the machine. Sundae toppings should be located near the ice cream. If pie a la mode is the featured dessert, add scoops of ice cream as the dining patrons select the pie. Ice-cream pies should remain frozen. Place only a few slices of ice-cream pie on the serving line and replenish as required.

When preportioning desserts, you should provide a smaller portion with the standard size for the weight-conscious patrons.

Beverages

Cold drinks and juices should not be dispensed by ladle from an insert; milk dispensers or other appropriate dispensers should be used. Do not serve juices from their original container unless the cans are the individual size. Juices may be dispensed from beverage coolers or pitchers. Proportioned juices speed service and aid in portion control and can be replenished as required.

Serving Line Arrangement

A well-arranged serving line operates quickly and smoothly. Each customer can select the food that is desired and can get the food to the table while it is still at the proper eating temperature. Some of the planning techniques used to accomplish these goals are explained next.

Careful arrangement of hot and cold foods is extremely important. Personnel should be routed to avoid delay and unnecessary congestion in serving and dining areas.

If the physical setup allows, salad bars should be stationed where the patron can stop first before approaching the hot food serving line. Eliminating the stop at the salad bar en route to the tables will enable the hot food to be eaten while still hot.

If possible, separate the dessert bar from the serving line and place it in the center of the dining area. Using this setup, the patrons can pick up desserts after eating the main course. A reduction in the number of desserts convinced and a decrease in tray waste will usually be noticed.

Place trays and bowls at the head of the serving line. Silverware should be at the end of the serving line. Cups and glasses should be placed near the beverage dispensers. GMs with false overheads, wooden paneling, brand new equipment, and a showplace galley will enhance the atmosphere. However, the key to customer satisfaction is good food, well served.

Speed Line

Equipment specifically recommended for fast-food application is labor-saving and offers an activity a modern upgrade. Yet, fast food products are easily prepared in older, unmodified galleys.

For many years ships and shore activities have had a speed line in addition to a normal cafeteria-style full serving line.

The benefits GMs gain using both a normal and a speed line are as follows:

- Reduce their waiting lines
- Provide the sailors with a more pleasant atmosphere
- Prepare highly acceptable, easily prepared food items using modern, high-production equipment

Most often, speed line items and recommended menus can be prepared and served in any GM without equipment changes or additions. An exception is when extruded french fries are to be prepared. The *Armed Forces Recipe Service AAFRS*) has recipes that can be used as speed line items.

SERVING TECHNIQUES

As a petty officer, you may be placed in charge of the serving line. When this is the case, you should instruct personnel on the proper techniques for placing items on the serving line. This should include how to serve each item and how to place the items on the plate or tray. Correct serving techniques are very important.

Merchandizing

Presenting menu items on the serving line is doing what commercial food operators call merchandising. Successful merchandising involves making these items so attractive and appetizing that customers want to eat them. When we present menu items on the serving line we want to stimulate the appetite and promote the welfare of the patron.

People will always eat with their eyes. So it is a good rule of thumb that foods that do not have an attractive and appealing appearance are often rejected without being tasted.

In chapter 7 we discussed the importance of planning a menu so the foods selected for a menu will have harmonious colors. Harmonious colors present an inviting appearance when placed together on the plate.

All food items in a well-planned meal should vary in color, size, shape, and texture.

Service is speeded up when a person knows what foods are being served before reaching the serving line. It is a good practice to post the current menu, in full view, near the beginning of the serving line. It may either be in the form of a typed menu or a menu board. The menu board is used to display those food items that are being served for the current meal. Actually, any display method is acceptable that gives the customers time to decide which foods they desire before they reach the serving line. A suitable means of expressing calorie content for each item in the meal should be publicized for the benefit of dieters and weight watchers.

Centerpieces can be the focal point of the serving line on holidays and special occasions. The realm of possibilities is limited only by imagination and time.

Ice, crushed, cubed, or carved, can be an interesting addition to highlight any meal. On special occasions, and when practical, ice carvings can be used as distinctive centerpieces. They can take on many forms, such as swans, baskets, rabbits, deer, and even turkeys. They may be elaborate or simple in design.

Garnishing

Though garnishing is just one step in presenting food attractively, it is a very important one. A garnish is described as an ornament or a decoration. Garnishes are planned to complement the flavor and the texture of the dish as well as add eye appeal. Any garnish used should be edible and should be such an integral part of the food that it will not be left on the plate.

If you were to plan a garnish for every food, it would be quite a job, but fortunately not all foods need this help. An example is a meal consisting of pot roast of beef, mashed potatoes, brown gravy, buttered peas, celery sticks and sweet pickles, hot rolls and butter, and blueberry pie. Such a meal needs to have nothing added in the way of a garnish to make it attractive. The natural colors, textures, and flavors combined in this meal provide enough variety to make the meal inviting to the eye and tempting to the taste.

Many of the AFRS recipes have a built-in garnish. Good examples of this are beef stew, tossed vegetable salads, browned casseroles, and desserts such as cakes iced with frostings that complement the color and flavor of the cake.

Always refer to the food-preparation worksheet for information on garnishing various foods on the menu.

The following list contains some practical guides to effective food garnishing:

- Use restraint in garnishing. Keep a picture of the whole meal in mind. Too many garnished dishes in one meal will spoil the effect. Select a suitable garnish, if one is needed, and use it sparingly.
- Vary food garnishes. Do not let garnishes become monotonous. Use a section of orange or a slice of peach on top of a pudding occasionally; not always a maraschino cherry.
- Plan garnishes ahead of time and show the serving personnel how garnished foods should be served.
- Plan simple garnishes. Do not sacrifice timely preparation for the sake of garnishing.
- Take advantage of the natural food color contrasts in combining foods. Do not rely on the addition of food coloring to the food to supply color contrast.

Carving

For special occasions such as holidays, hand carving hams and roasts on the serving line is preferred over machine slicing.

Carving plays an important role in serving meat in an appetizing manner. Carving affects the appearance and texture of the meat, and the portion size can be controlled by carving. Therefore, as an MS, you must develop skill in carving.

The direction of meat grain determines how the meat is to be sliced. Most meats should be cut across the grain. Cross-grain slicing shortens the muscle fibers and produces a more tender slice of meat. Roast meats should be allowed to rest about 20 minutes after they have been removed from the oven before they are carved. This period allows the meat to “firm up.” It also allows the meat to reabsorb some of the juices lost during the roasting process. The meat becomes firm and can be sliced with greater ease in equal slices.

Slicing should be done on a hard rubber cutting board so the cutting edge of the knife is protected. The carving board should be placed in a sheet pan to catch the drippings while the meat is being sliced. Remove any string or netting that may have been used to hold the meat together while it was cooking. With a sharp carving knife (long, thin-bladed knife) and a two-tined fork in hand, carve the roast as follows:

1. Cut one slice across the top of the roast so the Carver can determine the direction of the grain of the roast.
2. Hold the roast in place by pressing the fork firmly into the top of the roast.
3. Carve across the grain of the meat from right to left for a right-handed person and from left to right for a left-handed person. The carved portions can then be easily lifted to the plate or tray.

Sliced meat portions should be controlled by weight rather than by the number of slices. For this reason, the customer's preference for thick or thin meat slices can be satisfied by the carver.

Timing

The commanding officer sets the hours for serving the meal. The time published should be strictly adhered to; the day's work schedule in the galley should be organized to conform to the established hours for serving meals. The messdecks and serving personnel should be ready to begin serving on time. Planning will ensure prompt and efficient service.

The serving line should not be setup too early. You should set up about 45 minutes before the regular meal as a general rule. This also allows for the cooks and mess attendants to enjoy their meal.

When serving you should be alert to what needs to be replenished. Do not wait until the food item is completely depleted before replacing. Food items should not be left on the steam table line too long. Remember to batch-cook all items that can be cooked progressively. A good rule of thumb to remember is what is available for your first customer should be available for your last customer.

Foodservice Attendants

FoodService personnel should be trained to provide good customer service. Common courtesy is the backbone of good customer service. This cannot be overemphasized because the way the serving line personnel conduct themselves often determines the patrons' satisfaction or dissatisfaction with the meal.

Every person assigned to the serving line should be clean and look neat. This requires the washing of hands many times during the day. Uniforms, hats, and aprons must be clean. Long sleeves should be rolled up to avoid touching the food and equipment. Foodservice attendants not only should be clean and neat, they should

be trained to serve food properly because serving techniques also affect sanitation and attractiveness. They should be given detailed instructions on the proper serving of each menu item. To avoid possible contamination, utensils and dishes should be properly handled during serving. Servers' hands should not come in contact with eating surfaces of bowls, trays, or silverware.

Serving Line and GM Appearance

All items of mess gear should be inspected for cleanliness and should be supplied in sufficient number to last the entire serving period. The serving counters and steam tables should be checked for cleanliness before foods are set in place. Condiment bottles, including tops, should be thoroughly cleaned. During meal service, keep serving lines and salad bars wiped down. Wipe up spills immediately. Sponges and other cleaning aids should be kept out of sight. If used, sponges should be spotlessly clean. Dirty sponges detract from meal service. Return soiled empty serving inserts and containers to the galley.

SERVING THE FOOD

Soups and chowders are placed on the steam table in deep well inserts. Use the 8-ounce ladle to serve as follows (key serving points follow each step):

1. Pick up the soup ladle. Hold the ladle about halfway down the handle, grasping it between the thumb and forefinger. This firm hold makes it easier to balance a full ladle.

2. Stir the soup or chowder. Stirring distributes the solid particles and the temperature evenly.

3. Dip from the bottom. Solids settle to the bottom, and the soup or chowder at the bottom of the insert is the hottest. Dip while solid particles are in motion.

4. Raise the ladle above the level of the soup bowl. The customer in line has extended the tray and soup bowl toward you. As you raise the ladle, the liquid it contains will settle so it is easier to pour, and it will not spill over the sides.

5. Tip the ladle slightly and pour slowly. Direct the pouring into the center of the soup bowl.

Whenever you serve stew, chili con carne, or any similar item, you should use the same technique. Stir to distribute the solid particles and the liquid evenly and then dip from the bottom. This is the only time you should stir these items. When there is a lull and you are

waiting for the next person to come through the line, do not stand and idly stir the vegetables. The less they are stirred, the better they will maintain their appetizing appearance.

As you serve items that are in shallow inserts, serve the food from the back of the pan toward the front of the pan in an orderly system across the pan. Types of food that should be served this way are macaroni and cheese, baked lasagna, or lyonnaise potatoes. A uniform way of serving helps maintain the fresh appearance of the food and promotes eye appeal.

Butter patties should be served from a dispenser. If a dispenser is not available, the ready-to-serve patties may be placed on a tray and set over a container of ice on the serving line. Unwrapped patties should be placed on paper chips and arranged on a tray set over ice.

Dry cereal also should be served from a dispenser. It should never be served directly from the packing carton. If a dispenser is not available, the individual packages should be arranged on a tray on the serving line.

Bread will remain fresher if served from dispensers. Otherwise, bread should be opened as needed, removed from the wrapper, and placed in a shallow container on the serving line. Galley-baked bread should be sliced and replenished when needed during the meal. Chilled bread should be heated before meal service. To give a fresh-baked quality to breakfast pastries, coffee cakes, and sweet rolls, heat them in an oven (250°F) for 8 to 10 minutes before serving.

Portions

The MS assigned to supervise the serving line has two responsibilities regarding portion control. One is to see that servings are fair. The other is to make sure the amount served is not more than the individual requests.

The portion size of some items can be regulated on the serving line by using standard ladles and spoons. When you serve meat, guesswork on correct portion sizes can be eliminated by using scales to check one or two slices before you cut the entire batch. Some meat items are precut in individual serving portions; for example, grill and Swiss steaks, pork slices (chops), and veal slices.

Temperature of Food

The steam table should be prepared in advance. Water has to be placed in the steam table and the steam table turned on. This will allow the water to be at a

temperature of 180°F to 200°F when food is placed on the table. This temperature should be maintained always while food is on the serving line. Temperatures below this range will not keep food hot enough. Higher temperatures will cause overcooking and ultimately ruin both the taste and the appearance of the food.

Replenishment

As the petty officer in charge of the serving line, you have the responsibility for keeping food on the serving line for the entire meal. You should make sure food is replenished in a timely manner and not allow the line to be held up.

Replenish by removing the inserts or containers and replacing them with fresh filled ones. Never dump food into inserts already on the serving line.

Empty inserts should be kept off the decks and serving lines. They should be sent to the deep sink for cleaning and sanitizing after each use. They should not be allowed to build up until the completion of the meal.

Customer Service During the Meal

Customer service does not end with the serving line. Other important customer service considerations are clean tables and chairs with adequate supplies of napkins, salt and pepper shakers, and condiments. Patrons also like peace and quiet with courteous foodservice attendants and messdeck masters-at-arms (MDMAAs).

Maintaining the Messing Area

Sanitary practices that should be followed in the preparation and in the serving of the food have been discussed. It is equally important to maintain the mess area in an orderly and sanitary manner during the meal and to clean it thoroughly after the meal.

The tabletops should always be kept scrupulously clean. They should be scrubbed and sanitized after each meal. This should be done with hot soapy water and rinsed with clear water to which a germicide solution has been added. Germicide and fungicide solutions are standard stock items and may be ordered through supply channels. The sanitizing solution should be changed as frequently as necessary to ensure a clean solution.

Securing

After each meal the salt, pepper, and condiment containers should be thoroughly wiped with a mild

detergent solution and then refilled. Once each week the salt and pepper shakers should be emptied, prewashed, and put through the dishwashing machine. These containers should be arranged in the same order on all tables. The method recommended is to place the taller containers in the center and arrange the others around them in graduated order of height.

Foodservice personnel assigned to the messing area should be instructed to check the messing area continuously during the serving period. Spilled food on the deck is a safety hazard and should be cleaned up immediately.

Dinnerware should be washed after each meal and made ready for the next meal. Before storing the clean utensils, the cabinet should be inspected for cleanliness. Trays and bowls should be at the head of the serving line; silverware may be placed at the head of the line but it is recommended that it be placed at the end of the line. Cups and glasses should be located near the beverage dispensers. All items of dinnerware should be inspected to make sure they are spotlessly clean and not chipped, cracked, or bent. An inventory should be taken once a week to be sure there is enough dinnerware to last the entire serving period.

WARDROOM MESS

Thus far, our discussions have centered primarily on the various aspects of preparing and serving the food in the GM. While this is an important part of your job, it is only one part. You have other duties. They include maintaining a clean, sanitary messing area, setting the tables for regular and formal meals for officers, and estimating the proper seating arrangements for the officers and their guests.

The wardroom is usually a multipurpose area. It is the officers' dining area and lounge. It is an area where officers gather for social functions, entertainment, to conduct business, and to hold conferences.

Usually family-style foodservice will be provided in a wardroom. However, other factors determine the type of service used in a wardroom. These factors are specific wardroom design, the number of foodservice personnel assigned, and the desires of the mess president and commanding officer. Regardless of the type used, the service should be carried out properly.

The success of a meal often depends on how it is served. Good foodservice is not easy to give and requires knowledge, training, and planning. All of this

should be accomplished before seating the wardroom members.

MEAL STYLES

There are two basic meal styles used in the wardroom—formal and informal. Variations of each style are used on particular occasions. These styles and their differences are discussed next.

Formal Service

Formal meal service includes the semiformal and the formal styles called French service.

The formal type of meal requires more planning, detailed preparation, and elaborate tableware than any of the other styles. The formal meal style is used most often when special guests or dignitaries are present either in the flag or wardroom messes.

The formal meal style of serving is when you serve the food from a food wagon, a side table, or offer it to guests from a serving dish. As many as seven courses may be served in this manner. All courses are served with the plates being removed after each course. Additionally, the place setting has no bread and butter plate.

Semiformal service is the type of service used more often than formal. For example, it may be used daily in commanding and flag officers' messes if there are no guests. The preparation and service of this meal are not as elaborate as the formal style and require less time, facilities, and personnel. The individual place settings are similar to those used for the informal meal styles. Few center items are used other than salt and pepper shakers, sugar bowls, and creamers.

The method of serving meal items distinguishes semiformal from informal meal styles. In the semiformal style, each food item is arranged on a separate serving dish in the pantry. It is then offered to each diner. Beginning with the meat or main course, each course is carried into the wardroom separately. The courses are presented to each diner in turn, starting with the head of the table. The senior guest or the individual designated by a buck is served first. Each diner selects desired items from the serving dishes and places them on his or her plate while the serving dish is held. Serving dishes are returned to the pantry after their contents have been offered to all the diners.

Informal Service

Several types of informal service are used in the wardroom mess. Those now in use include family, American, ala carte, cafeteria, and buffet styles.

FAMILY STYLE.— For this type of service the food is attractively arranged in the pantry or galley in the proper serving dishes. The food is then placed on the table with the proper serving utensils.

Each officer serves himself or herself and passes the serving dishes around the table. Dessert items that are to be served later can be brought in from the wardroom and placed on the sideboard. The serving dishes are replenished as necessary.

AMERICAN STYLE.— This type of service is used in most restaurants. The main course plate is not part of the initial place setting. Instead, individual plates are prepared in the pantry or galley and placed before the seated diners. This form of meal service is often provided in officers' messes on medium-sized ships. It is often combined with other traditional forms of service. In American service, food is placed on plates in the galley and taken to the wardroom and served to each diner.

A LA CARTE STYLE.— This type of service is usually provided at breakfast. As with the American style, the main plate is not part of the initial plate setting. Instead, the diner is given a menu or breakfast order form. The diner decides what food he or she wants and how it is to be prepared. The order is then delivered to the pantry or galley and the food is prepared as requested. It is placed on a plate and served to the diner as in the American style of service.

CAFETERIA STYLE.— This is the type of service that is used aboard some larger ships such as carriers and supply ships. The diner does not normally serve himself or herself. Rather, the diner selects the desired items and the foodservice attendant places them on his or her plate. However, salads, desserts, and some side dishes may be apportioned in dishes and the diner simply takes them from the serving line. The main course consists of vegetables, starches, and meat. These items are portioned onto a plate by the serving line attendants as the diner selects them.

BUFFET STYLE.— Buffet service may be used for both formal and informal occasions. This type of service is commonly used when either space or serving personnel are limited. The food is attractively arranged on a sideboard or serving table, and the officers and guests serve themselves. It is customary to place

silverware and other necessary dishes on the dining table so diners do not have to carry them. When seating at the dining table is not adequate, or for a stand-up buffet, silverware and napkins are placed on the buffet table. All foods may be arranged on the buffet, or some items may be taken from the buffet and served after the guests are seated.

Serving responsibilities for buffet service are fewer, but they are no less important. The buffet and dining table should be watched constantly so items are replenished before they run out; also, to remove soiled dishes immediately after use. After the diners are seated, the buffet will require constant attention so it remains attractive for latecomers or anyone desiring seconds.

When everyone has finished the main course, the main course foods should be removed from the buffet table. The dishes and used silverware should be removed from the table. If the dessert is to be served from the buffet table, the dessert and appropriate serving dishes should be arranged as soon as the main course foods are removed. Otherwise, the dessert should be served at the table.

DINING TABLE CENTER ITEMS

After setting the individual places, you should then set the dining table center items. These items include standard items that are typically used at every meal and meal-related items that may be included on the basis of menu requirements. The standard center items will always be placed on the dining table when setting up the table.

Standard Center Items

Figure 9-1 shows standard center items. The descriptions of these items are as follows:

- The sugar bowl is a small, silver, oval-shaped container with a short pedestal stand and lid. It is always set with a sugar spoon.
- Salt and pepper shakers may be all silver or they may be glass with silver tops. The salt should always be kept loose and dry. When placed on the dining table, both shakers should always be at least three-fourths full.
- The coffee cream pitcher is similar in size and shape to the sugar bowl but has a spout and no top.

One set of these standard items is provided for every six diners. However, a set of salt and pepper shakers is provided for every four diners. The standard center items are arranged with the sugar bowl centered between the salt and pepper shakers on one side of the table and the creamer on the other side. The salt shaker should be placed on the right side toward the head of the table.

Most ships consider some type of centerpiece as standard. This centerpiece usually consists of a silver fruit bowl containing either fresh or artificial fruit for breakfast or fresh or artificial flowers for lunch or dinner. If used, centerpieces should be lined up and arranged across the tables to present a neat, attractive uniform appearance.

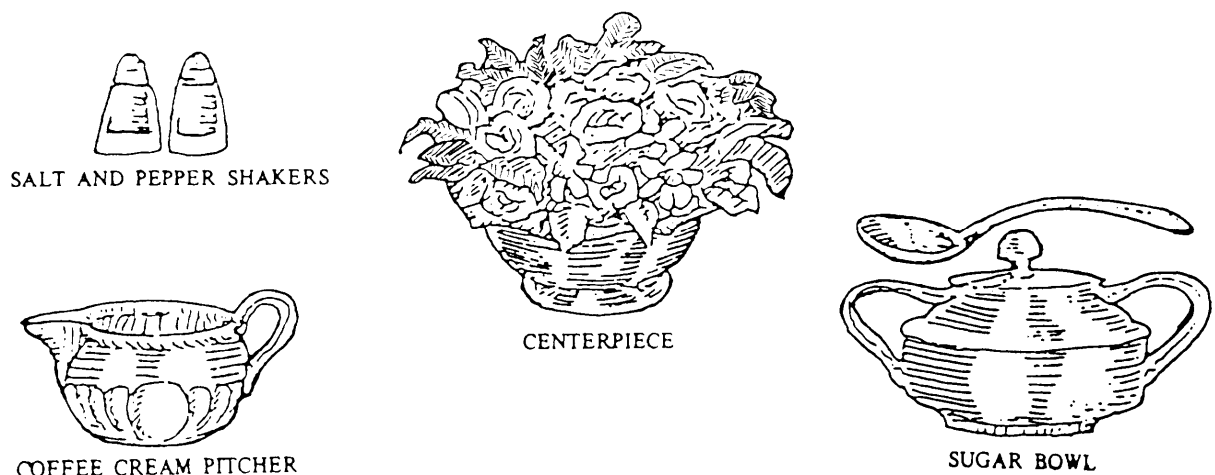


Figure 9-1. Standard center items.

Meal-Related Center Items

Figure 9-2 shows meal-related dining table center items. These items are explained next.

Cereal cream pitcher—The cereal cream pitcher is shaped like a small beverage pitcher with a modified hourglass design. It has a handle on one side and a capacity of 16 ounces. It is set only for breakfast or brunch when cereal is to be served.

Syrup pitcher—The syrup pitcher is similar in size and shape to the coffee cream pitcher. However, the pouring spout is partially enclosed by a metal lip. It is set only for breakfast or brunch when pancakes or waffles are to be served. It is placed on a coffee cup saucer.

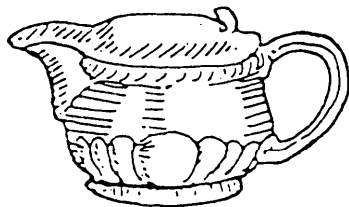
Silver fruit bowl—The silver fruit bowl is a large hollow bowl. It is used for serving fresh fruit for

breakfast or brunch. It is often set as a centerpiece containing artificial or real fruit for breakfast or artificial or real flowers for lunch or dinner.

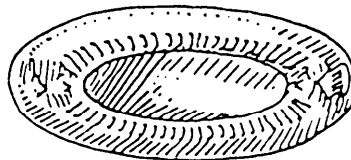
Bread tray—The bread tray is a rectangular silver dish with rounded ends and perforated sides. It is used primarily for breads, but it also maybe used for relishes such as cannot or celery sticks. When used for breads, an opened napkin is placed in the tray. The bread is then neatly arranged on the napkin, and the edges of the napkin are folded over the bread to retain freshness and warmth.

Cruet and caster—The cruet and caster consist of two stoppered glass bottles placed on a small tray. The bottles hold oil and vinegar salad dressings when salads are served at lunch or dinner.

Butter dish—The butter dish is a small, rectangular china dish with rounded corners. It is normally used at



SYRUP PITCHER



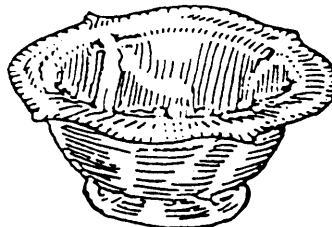
BREAD TRAY



BUCK



CRUET AND CASTER



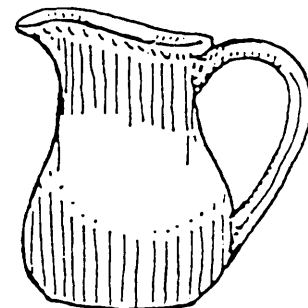
SILVER FRUIT BOWL



BUTTER DISH



PICKLE FORK



CEREAL CREAM PITCHER

Figure 9-2.—Meal-related center items.

all meals for serving butter patties. At breakfast or brunch, it can be used for serving jam or jelly packets.

Pickle fork—The pickle fork is used only at lunch or dinner when pickles or other relishes are served. It is placed on the relish (bread) tray. The pickle fork has three tines and is similar in shape to the diner's oyster fork but is slightly larger.

The buck—A buck is normally a small object such as a statue, a model, or a dummy weapon round. The buck is used aboard some ships to designate which diner is to be served first. It is not used at breakfast, at brunch, or when guests are to be served.

Meal-related items are selected on the basis of menu requirements. Examine the menu and identify those menu items for which related center items are normally used, such as jellies and syrup at breakfast. Pencils are supplied for falling out order forms.

For semiformal lunch or dinner, the bread, if served, is placed on the dining table after the main course item. For all informal-style lunch or dinner meals, bread is set 5 minutes before the meal.

DINING TABLE

When assigned to wardroom duty, you are responsible for setting the table for meals. Setting a table correctly helps avoid confusion at meals and allows the table to look neat and attractive. An attractively set table contributes to the enjoyment of the meal.

Linens

Linen is handled when preparing for a meal and when securing from a meal. All linen should be examined for cleanliness and serviceability before use. When linen is stained, torn, or frayed, it is not suitable for the table. Linen in this condition should be brought to the attention of the wardroom supervisor.

Linen Placements

All linen should be in place before the wardroom tables can be set. Linen also should be placed on the sideboard and, sometimes when appropriate, the buffet table. Linen that is worn, but clean and without stains, may be used on the sideboard if it can be neatly folded so the damaged parts are hidden.

Sideboard

Most wardrooms have a waist-high cabinet known as the sideboard. Its storage spaces are used for storing wardroom linen and tableware. The top forms a counter for the placement of hot and cold beverage services and extra tableware in preparation for a meal.

Napkins

When cloth napkins are to be used alongside plate settings, they should be folded flat and set aside. If napkin rings are to be used, napkins should be folded, rolled, and placed in the rings.

SETTING THE TABLE

Setting the dining table involves two basic tasks: setting individual place settings and setting the dining table center items. Steps for selecting and placing individual place settings and dining table center items are dependent on specific menus and styles of meal service. Variations in the procedures may recur. These variations are based on the way a specific mess maybe equipped and on the desires of the mess president and/or the wardroom supervisor. For instance, if there is a lack of a certain type of needed tableware, the wardroom supervisor should be asked to decide what item should be used as a substitute.

Setting Individual Place Settings

The dishes, silver, glasses, and napkin placed in front of one person are called a cover. The number of dishes and pieces of silver necessary for a cover depends on the occasion and the menu. Everyday meals require fewer dishes and silver than formal meals. Always check the menu before setting the table. Figures 9-3,

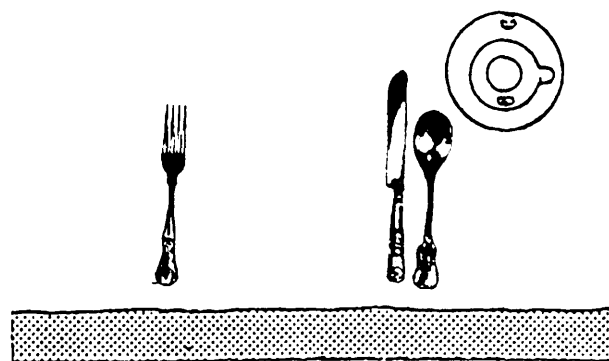


Figure 9-3.—Basic breakfast or brunch cover.

9-4, and 9-5 are the basic breakfast or brunch cover, the basic lunch or dinner cover, and the cover for an informal meal, respectively.

Individual place settings are traditionally arranged as follows:

Dinner or service plate—The dinner or service plate is placed directly in front of each chair. The ideal spacing of plates for family style or formal occasions is 24 inches from plate center to plate center. This is close enough to permit easy conversation and provides enough room for each diner. The dinner plate is not placed on the table when American, cafeteria, buffet, or a la carte style is used.

Silverware—Silverware is placed about 1 inch from the edge of the table and close to the plate. It is placed

according to the order in which it will be used—the outermost pieces being used first. Knives are placed next to the plate on the right side with the cutting edge toward the plate. Spoons are placed to the right of the knives with the bowl up. Forks, except oyster forks, are placed on the left side of the plate. When the oyster fork is used, it goes to the right of the spoon. Usually, not more than six pieces of silverware are placed at a cover. During a formal dinner, when additional silver is required, it is brought in with the course requiring its use.

Bread and butter plate—The bread and butter plate, when used, is placed to the left of the dinner plate, above the points of the forks.

Beverage glasses—The water glass is placed to the right of the dinner plate above the points of the knives. The water glass is set for lunch unless another chilled beverage is to be used. It is a wide, short 10-ounce glass and is used only for water. The beverage glass is a taller, narrower 10-ounce glass. It is used for lunch or dinner when milk, iced tea, or other chilled beverages are served. The juice glass is a small 6-ounce glass. It is not set but is used to serve juice when ordered by the diner. It is used only at breakfast.

Coffee cup—The coffee cup is set upside down on the saucer and is placed to the upper right of the outer spoon.

Napkin—The napkin can be either cloth or paper. It is placed either to the left of the forks or on the dinner plate.

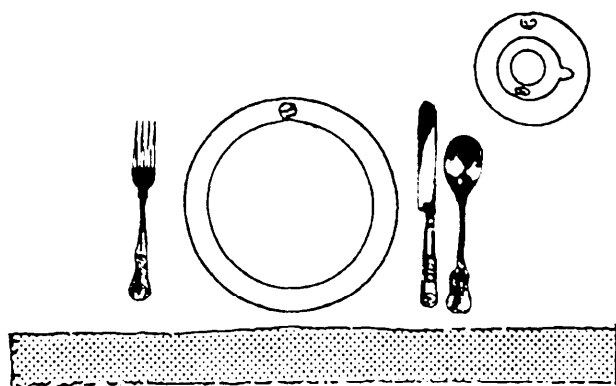


Figure 9-4.—Basic lunch or dinner cover.

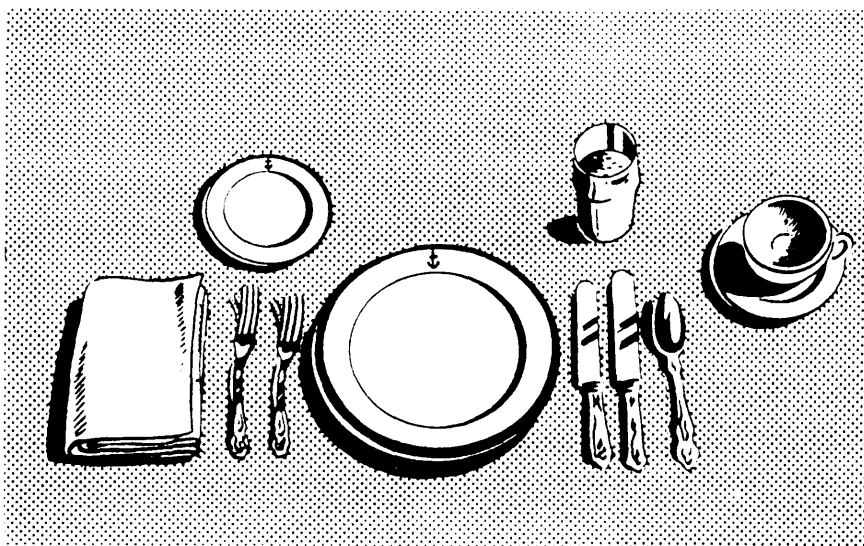


Figure 9-5.—Cover for an informal meal.

After all covers are set, check the table once again to see that all covers are alike and that nothing was omitted. Be certain that spoons are laid with bowls up and that the cutting edges of knives are turned toward the plate. Place the chairs so the front edge of the seats are just against or under the drop of the tablecloth.

Setting Place Cards

Place cards are usually used for such functions as formal or informal dinner parties when the persons attending may not know one another. Place cards are prepared to eliminate confusion. When used, the place card is laid flat on the napkin.

Setting Center Items

After setting individual places, you should then set the dining table center items. The standard center items discussed earlier in this chapter will always be placed on the dining table when setting up the table.

SETTING THE SIDEBOARD

The sideboard is normally where the hot and cold beverage services are set up for the meals. Additionally, extra tableware is placed on the sideboard.

Setting Up the Hot Beverage Service

The principal hot beverage used aboard ship is coffee. Hot tea or hot chocolate also may be used if desired by wardroom members. The hot beverage service should be set up following placement of the linen on the sideboard. The following steps explain beverage service setup.

1. To set up this service, you should take coffeepots from the sideboard to the pantry and obtain enough coffee for the meal. You should have one coffeepot for each 10 to 12 diners. Place the pots on the sideboard coffee warmers. Select at least one coffee pitcher for each dining table and place on the linen next to the coffee warmers. Coffee servers should be filled just before serving and should not be placed on the warmers.

2. To setup hot tea or chocolate, you should put hot water in a coffeepot and set it on the coffee warmer. Arrange tea serving pots next to the warmer. The number of teapots is determined by the wardroom supervisor or through experience. Tea bags or hot chocolate packets should be placed next to the serving pots.

Setting Up the Cold Beverage Service

To setup the cold beverage service, you should take serving pitchers from the sideboard to the pantry to obtain the cold beverages. Water is always made available even if another beverage is served. Cold beverages are prechilled and placed on the table just before announcing the meal. The pitchers should be ready on the sideboard for refills.

When fruit juices are included on the breakfast menu, a galley serving pan insert should be filled with enough ice to cover half the height of the glasses. It should then be placed on the sideboard, and the juice glasses then filled to the bulge with juice, and placed in the ice to cool.

Setting Up Extra Tableware

The required amount of extra tableware will normally be determined by the wardroom supervisor. Extra tableware should be included for occasional breakage of china during meals and the likelihood of unexpected diners. If a second seating of diners is required, tableware should be placed on the sideboard to permit quick resetting of the dining table after the first seating has finished.

Obtain and neatly place the necessary items on the covered portion of the sideboard. Dishes and bowls may be stacked several high. Cups and glasses should not be stacked, especially during rough seas. Silverware should be arranged by type and napkins should be prefolded and stacked near the silverware.

SETTING FOR BUFFET SERVICE

Buffet service was briefly described earlier in this chapter. However, there are unique sanitary considerations involved in the setup and operation of buffet- or cafeteria-style serving lines. Open serving pans and trays provide ideal sites for growth and spread of disease-carrying organisms. Following a few simple rules can reduce the chance of infection.

1. Always keep hot foods at temperatures above 140°F. Discard the food within 4 hours of the beginning of preparation if these temperatures cannot be maintained.

2. Display only limited amounts of food on the serving line at any one time. This permits the balance of food to be kept in the pantry for temperature control. Refill serving pans and trays only as necessary.

3. Finally, use a sneeze shield whenever possible.

The principal tasks involved in setting up the buffet serving line are presented next.

The serving line setup tasks should be done in the order listed and completed 5 minutes before serving time.

1. Make space for the buffet serving line. A buffet table should be located to allow MSs convenient access to the pantry for filling the serving pans. This also allows the diners to use the serving line easily without crowding from furniture or other diners.

2. Place the linen on a special buffet table or a selected area on the sideboard. Remove all nonessential items on the sideboard area when used to setup a buffet serving area.

3. Set up the chafing dish stands. Setup enough stands so there is at least one for each food item. Place them in the serving area so a diner can have ready access to them without leaning over the table. After the chafing dish pans have been set in place, put 1 inch of water into those pans that are for hot food. Sterno heating units are then placed below the center of the pans containing water. Make sure there are no flammable items placed near these units as the setup continues. Do not light the heating units at this point.

4. Place the sneeze shield now, if one is available. Do this in a way to make sure all food items are properly protected. Diners should still have ready access to the foods.

5. Determine what utensils will be needed. Then place all necessary eating utensils neatly at the beginning of the serving line. Napkins and silverware are usually placed on the dining tables. However, when there are more diners than seats, additional place settings should be kept on the sideboard. They should be placed on the dining tables after diners finish and leave, making room for additional diners. There are not always enough MSs to do the resetting. On these occasions, napkins and silverware should be placed on the serving line. They should be placed next to the china and away from the chafing dishes.

6. Set the decorations selected by the wardroom supervisor on the serving table. Decorations are usually artificial or real flowers arranged around the three sides of the serving area facing the diner.

SEATING ARRANGEMENTS

In the wardroom where regulations and precedence closely control seating arrangements, officers are assigned to permanent seats for daily meals. They are seated from left to right, as shown in figure 9-6 according to rank and precedence.

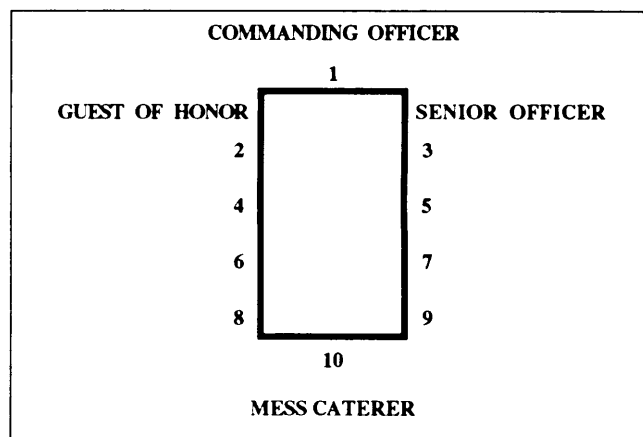


Figure 9-6.-Wardroom seating.

The senior line officer in command, or in succession to command, is the president. He or she sits at the head of the table, or at the head of the senior table when more than one table is used. The commanding officer who regularly eats in the wardroom is the president. When the commanding officer has his or her own mess, the executive officer is the president. The exception would be on large ships that have more than one wardroom. In this case, the senior line officer of each mess is the president. However, when the commanding officer or other senior officer is invited for an occasional meal, this officer is considered the guest of honor. In this case, he or she is seated to the right of the mess president.

The caterer sits opposite the president. The officer next in rank sits in the first seat to the right of the president. The officer third in rank sits in the first seat to the left of the president, and so on down the table. All line officers of the same grade take precedence with each other according to his or her respective dates of rank. When they have the same date of rank, their precedence is according to their lineal numbers as given in the official Navy Register.

Staff officers with the same date of rank as running mates of the line take precedence after their running mates of the line. However, they take precedence before all line and staff officers who are junior to the running mate. When officers of more than one staff corps have the same running mate, they take precedence in the following order: Medical Corps, Supply Corps, Chaplain Corps, Civil Engineering Corps, Judge Advocate General's Corps, Dental Corps, Medical Service Corps, and Nurse Corps.

When more than one table is in use, the treasurer usually sits at the head of the junior table.

When officers of other service branches have the same relative grade and the same date of rank, they have

precedence according to the time each has served on active duty as a commissioned officer of the United States Armed Forces. The seating arrangement changes when a guest is present. When several guests are to be present, the seating arrangements are normally worked out by the wardroom supervisor and approved by the caterer.

MEAL STYLE PROCEDURES

Meals should begin immediately after the president and the officers are seated. Prompt and courteous service add much to the enjoyment of a meal. Serving personnel should be alert. They should not lean on the sideboard or lounge against the bulkhead when they are not busy. With proper training, serving personnel will know what their responsibilities are and how they should be met.

The meal may be announced by using the xylophone (fig. 9-7) or by announcing the traditional "dinner (or whichever meal) is served."

The president or the officer in front of whom the buck is placed is served first, and then the service proceeds counterclockwise around the table.

WARDROOM CALL FOR LUNCH OR DINNER

PLAY THE *Xylophone*

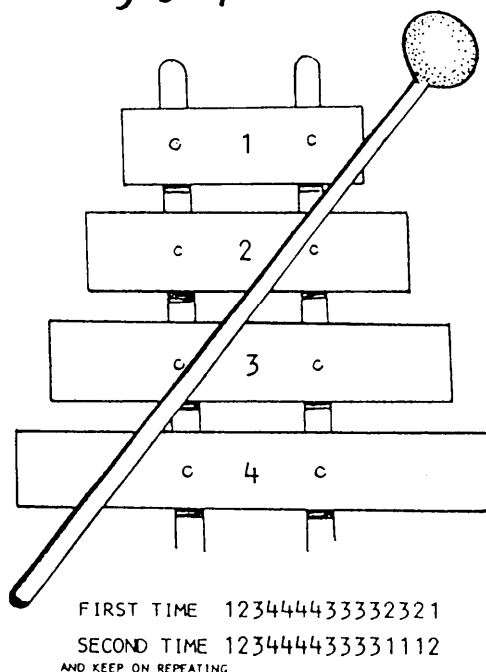


Figure 9-7.—Xylophone for announcing meals.

INFORMAL MEAL SERVICE

All meals are served by family, cafeteria, American, buffet, ala carte service, or by a combination of these, as discussed earlier. Figure 9-8 shows a table setting for an informal meal.

Foods, including soups, are served from the left of the person being served. Beverages are served from the right.

Soup is normally ladled into the soup plates in the pantry and served rather than offered to the officer at the table.

The rule of thumb to follow during formal and informal service is to serve the foods from the left and remove from the right, except beverages.

To avoid overcrowding the table during family-style service, refill the water glasses as necessary instead of placing a water pitcher on the table. In other types of service such as cafeteria, a water pitcher maybe placed on the table for those who desire refills.

Coffee should always be available and served piping hot. Be careful when serving coffee and other hot beverages especially aboard ship when the ship is underway. An accidental spill can cause a painful burn.

When an officer has finished a course, remove the used dishes. Do not stack the dishes in front of the officer. With the right hand, remove the plate and silverware used during the course. When more than one plate is being removed, hold the first in the left hand and place the others on top of it.

When desserts are not picked up from the line, they should be served. Place a pitcher of hot coffee on the table for those desiring seconds and place ashtrays within the officers' reach.

When guests are present, some changes to the seating and serving order are necessary. Although some of these changes were mentioned earlier, bringing them together at this point will help you to recognize what routines should be changed.

The buck is not used when guests are aboard. A guest of the ship or the guest of honor sits to the right of the president and is always served first. Other guests usually sit to the right of their host officer. When no guest of honor is present and more than one officer has guests, the guest of the senior host officer is served first. In all cases, after serving the guest of honor, the serving continues from that point counterclockwise around the table. Do not skip around in order to serve all guests first.

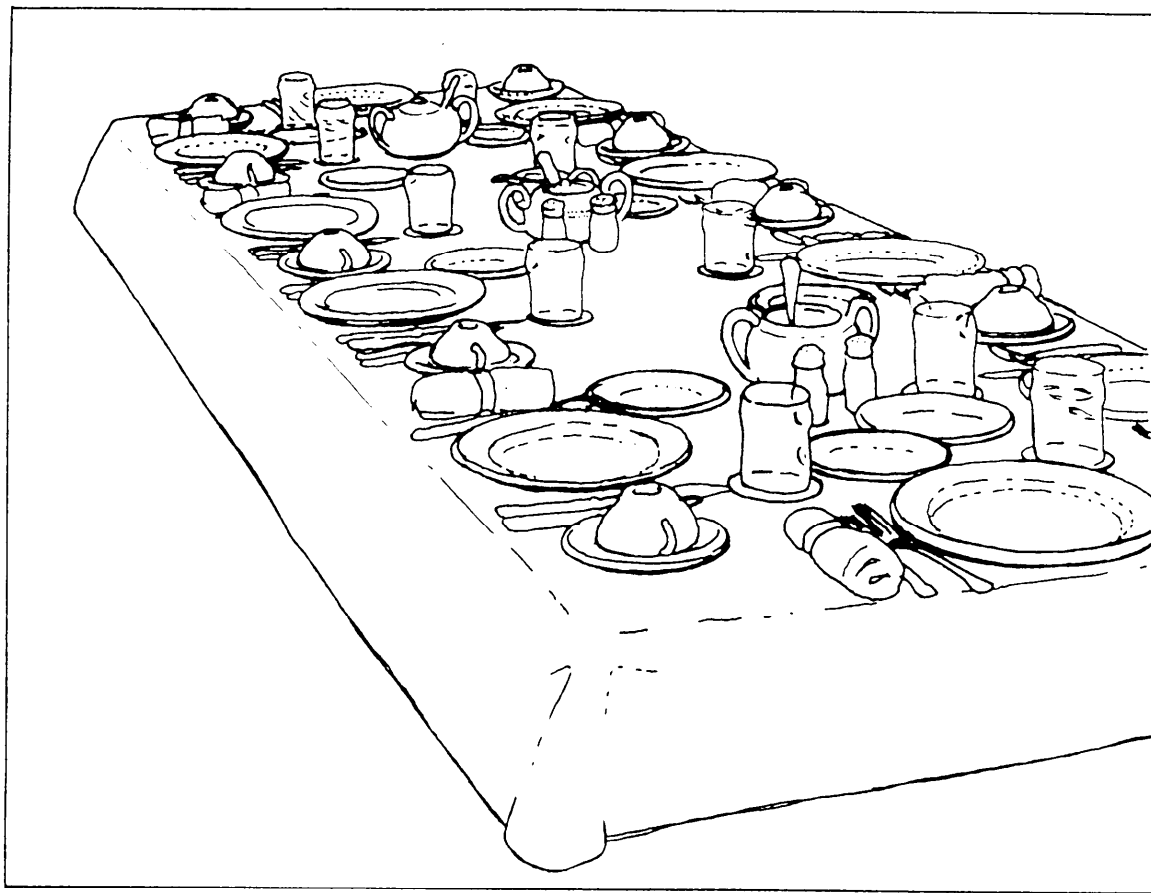


Figure 9-8.—Wardroom table setup for an informal meal.

FORMAL

The service required for formal meals is more elaborate than for informal meals. However, the table setting is basically the same as for informal meals. Usually four or five courses are served, but as few as three or as many as seven maybe served. All food from each course is served to all diners in prompt succession. For a formal dinner everything is served; nothing is set on the table except the salt and pepper shakers. Condiments and other seasonings are served at the proper time. A table setting for a formal dinner is shown in figure 9-9.

Service plates are normally used at formal dinners. These are large plates that are placed on the table at the time it is set for the meal. They are not removed until replaced by the heated dinner plate for the first hot course after the soup. They are used only because it is considered bad form for the diners not to have plates before them throughout the meal. No food is placed directly on the service plate. Instead, dishes containing the first courses of the meal are set upon the service

plate. Although bread and butter plates were never used for formal dinners in the past, they are frequently used today.

All foods are served from the left, and beverages are served from the right. Dishes are removed from the right. An exception to this rule is the replacing of silverware. These pieces of silverware that are placed to the right of the place plate are replaced from the right. In this way it is not necessary to reach in front of the diner.

When the meal being served uses the table setting pictured in figure 9-9, the following order of service would be observed.

As soon as the members and their guests are seated, the first course, shrimp cocktail, is served.

When all have finished the course, the shrimp cocktail glass is removed with the used silverware. The soup course is served next.

When all have finished the soup course, the soup plate, service plate, and soup spoon are removed. The



85.19

Figure 9-9.-Table set for a formal dinner .

heated dinner plate replaces the service plate for the main course. The food is brought in on a platter or in serving dishes. The food is presented to the guest who is seated to the right of the host. The service then proceeds counterclockwise around the table.

Upon completion of the main course, the dinner plate and used silverware are removed. The salad plate is then put in its place. To provide faster service, the salad is usually arranged on the salad plate before it is brought in.

When all have finished their salads, the salad plate and silverware are removed. At this point, the only items remaining from the original setting are the water and wine glasses. Before the dessert is served, the crumbs, if any, should be brushed off the table with a folded napkin and tray. The dessert course with appropriate silverware is then placed before the diners.

Coffee is served with the dessert course or following it. If cups are placed on the table and coffee offered to those who want it, service is from the right.

It is customary not to smoke at formal dinners until after the coffee or demitasse has been served. When allowed, at the proper time cigarettes and/or cigars are passed and ashtrays are placed before those persons desiring them.

SERVING BEVERAGES

The serving of beverages was discussed earlier; however, four general guidelines and several specific procedures for serving beverages will now be explained.

Formal Beverage Service

Since the formal style of service is quite elaborate, different beverages may accompany each course, and considerable guidance is needed for this to be done correctly. Guidance should be obtained from the wardroom supervisor and from other references.

Informal Beverage Service

The first guideline is that beverages are to be served from the diner's right if possible. Otherwise, check with the wardroom supervisor about how to serve the beverages in a way that disturbs the least number of diners.

The second guideline is that the server should never lift the diners' glasses or cups from the dining table to refill them. Rather, he or she should pour the beverage into them while they are on the table. If the cup or glass is not conveniently placed for service, carefully move it to a better location. If it cannot be reached, politely ask the diner to move it.

The third guideline is that the order of service for beverages is the same as that for the serving of foods.

The fourth guideline is not to fill serving pitchers to the top when used for filling glasses or cups at the dining table. A third pitcher is difficult to handle and feels quite heavy after a while. Therefore, pitchers should be filled between one-half and two-thirds full.

Finally, you must remember that each wardroom mess may have certain rules for serving beverages. The wardroom supervisor should be asked about these rules.

AFTER THE MEAL

You should immediately restore the wardroom to its pre-meal condition as soon as possible after the meal. Some helpful suggestions are as follows:

- Clear the table as soon as all officers have finished eating and have left the table.
- Remove all meal items from the sideboard and return all dishes, silverware, and ashtrays to the pantry for washing.
- Refill the salt and pepper shakers as needed and store them in the pantry.
- Remove buffet serving line items.
- Inspect the napkins and place the soiled ones in the laundry. Refold those suitable for reuse and replace them in their respective napkin rings (when they are used) and store in the napkin storage area. Single-service paper napkins are being used in many private messes for regular meals and cloth napkins are used only for more formal occasions.
- Brush the crumbs from the tablecloth. Be careful not to rub food particles into the fabric.
- Shake the cloth out lightly and refold it along its original creases. Reroll or refold the silence pad as appropriate, and store it with the tablecloth.
- Clean tables, sideboard, and chairs.
- Replace the table cover.
- Vacuum and sweep the deck of the wardroom.

SETTING UP FOR SPECIAL EVENTS

Navy commands traditionally sponsor events and ceremonies to acknowledge noteworthy accomplishments and achievements of Navy personnel. Command functions recognizing personnel promotions, reenlistments, retirements, command milestones, changes of command, and other similar events are vital to morale and tradition. These events usually include a reception which provides light refreshments of some variety.

As an MS, you will probably get tasked to provide your in-rate skill to help plan and prepare for the event, regardless of the occasion. This is especially so if food is involved. For example, you may be asked to decorate a special cake for the event. You may be tasked to prepare a special menu, which includes hors d'oeuvres and refreshments.

Some planning factors you should consider are theme determined by the occasion or event being planned and the number of guests that will be present. You also should consider the season and time of day. Arrange for indoor facilities if it is expected to rain or to be cold.

You should make sure the facility chosen is available when needed and that it includes the necessary space or capacity. You should inquire into the availability of all needed supplies and needed capable personnel.

Coordinate with other activities on the base to make sure other events are not scheduled that will conflict with yours.

You can avoid last-minute confusion and delays by preparing a master plan after the event has been planned in detail. Review this plan with all personnel who will be involved with the preparation and service. During the review, give personnel specific instructions on all assigned tasks. After the review, post the master plan where involved personnel can refer to it.

Check all necessity items of equipment to make sure they are functioning properly. The person in charge should check on chairs tables, podiums, and so on to make sure an adequate number is available on the scheduled date.